

Utah Department of Corrections

CONTRACTOR'S CODE OF CONDUCT

As an independent contractor working with or around inmates at the Utah State Prison, I understand and agree to observe the following policies:

1. While on duty, I will visually carry my ID with me.
2. I will respect and protect the civil and legal rights of all offenders.
3. I will be respectful, courteous and civil with staff and inmates, and shall not use coarse, loud, indecent, profane or unnecessarily harsh language nor do anything that might incite any person to violence while on the Institution premises-
4. I will meet standards established in my job description and report conditions or circumstances that would prevent me from performing my job effectively or completing my assigned tasks, I shall bring to the supervisor's attention unclear instructions or procedures.
5. I will not engage in "horseplay" or playing of pranks while on the premises.
6. I will not violate any Federal, State or local laws or ordinances.
7. I will report any facts, information or evidence relating to a criminal offence or case in accordance with established department procedures.
8. I will not knowingly falsify, enter, or cause to be entered, any inaccurate, false or improper information on Institutional documents.
9. I will surrender all departmental property issued to me upon termination of my assignment.
10. I will give any department property or evidence that has been found or recovered to my immediate supervisor.
11. I will not consume, nor otherwise use any intoxicants, nor be intoxicated, while on Institutional assignments. I will not have in my possession any of these substances or any item they would impact the safety or control of the institution.
12. I will not bring any over the counter medications except for what is needed for that day, tobacco products, alcohol, firearms, ammunition or drugs onto prison property or to an inmate under jurisdiction of Utah State Corrections.
13. I will not fraternize with, nor develop personal relationships with offenders. when

answering questions I will be brief, polite and to the point.

- a. I will never discuss an offender's case with them except as a required part of my job.
- b. I will not become involved socially with the offenders under custody or supervision of the department. Nor will I seek to be socially involved with an offender's family. If I choose to become involved socially with an inmate I understand that I will be suspended from the visiting list for the inmate for 12 months and immediately removed from the project and will not be allowed to work on corrections controlled property regardless of the task.
- c. I will not compromise security as a result of communication of interaction with offenders.
- d. I understand that becoming overly and/or unnecessarily familiar with offenders is unwise.
- 14. I will immediately notify department personnel of any friendships or relationships that I have with an incarcerated offender or offender under the control and supervision of UDC.
- 15. I am prohibited from accepting loans gifts, gratuities, and/or other favors from offenders.
- 16. I will not loan/give money or other property to offenders; nor purchase or bargain for items belonging to offenders; nor sell any item to offenders; nor enter into any business transactions with inmates of their families.
- 17. I am prohibited from discussing departmental or personal business with offenders I shall exercise proper caution at all times concerning what is said, to whom it is said, and who can overhear.
- 18. I will not discuss with offenders any issues involving other contractors, volunteers and/or Institutional staff. I will not become involved in any conflicts between inmates and/or inmates and staff
- 19. If I have reason to believe that an inmate has valuable information he wishes to divulge, I will refer that inmate to the Institutional administration.
- 20. I will bring my concerns to the attention of my supervisor if I have reason to believe that any of the following situations have arisen or might arise:
 - a. Development of inappropriate relationships with offenders, their families and/or their friends;
 - b. A conflict of interest situation and/or any situation from which personal gain may be obtained, or
 - c. Questions arising from personal loyalties, beliefs, or values which might impair professional judgement or independence.

21. I will bring only authorized items that are necessary in the performance of the assigned duties into the institution. I will not take unauthorized personal items into nor out of the institution.
22. I will not carry out nor bring in letters, notes books, food or messages for inmates. I will not make purchases in the community for any inmate.
23. I will not bring any reading or Pornographic material onto institutional property that is not specifically authorized by Department Policy or Department Administration.
24. I will report in writing incidents or occurrences involving an omission or violation of the rules, regulations and requirements set forth in the departmental policies and procedures.
25. I will not engage in religious discussions or debates to the detriment of good discipline, nor speak disparagingly of the nationality, race or beliefs of any person while on duty,
26. I will comply with the State Indoor Clean Air Act, UCA 76-10-106- I understand that smoking is allowed only in designated areas and will make certain I know where those areas are and comply with the current policy.
27. I will not use my Department of Correction's position or my official identification card for-
 - a. personal or financial gain;
 - b. Obtaining privileges not otherwise available to me.
28. I will not be permitted to take inmates out of the Institution for any reason except that which is authorized by the Institution's administration.
29. I understand that I will not be allowed use of tape recorders, video recording equipment and/or cameras unless first obtaining written approval from the warden or division director.
30. I shall not perform any act which constitutes a threat to the safety, welfare or health of self or others; that which substantially threaten the safety, security or control of the department is prohibited. Such prohibited conduct includes, but is not limited to:
 - a. Improper use of equipment, material or supplies:
 - b. Creating or contributing to unsanitary or unsafe conditions:
 - c. The unauthorized use, or possession of firearms, ammunition, explosives or incendiary devices on departmental property
 - d. The unauthorized use, possession or duplication of any, locking or restraining device or key.

31. I will maintain an inventory of all tools or devices that are necessary in the performance of my duty. This inventory will be used to account for tools and hardware used on institutional property at the end of work each day. Any discrepancy's will be immediately reported to internal security or other prison personnel. All items that could be used in an escape or aid in an escape will be secured off site outside of the secure perimeter at the end of each workday. All cutting tools including bolt cutters, wire cutters, hacksaws, carbide saws and diamond saws will be removed and secured outside the secure perimeter. Disposal of worn or damaged tools or cutting devices will be done outside of institutional property.
32. I will not interfere with any department business or work activities, or substantially distract or disrupt any member in the performance of their duties.
33. I understand that it is expressly prohibited for me:
- a. To use state-owned or managed property or facilities in unauthorized ways;
 - b. To distribute or post any written or printed material, absent prior authorization,
 - c. To engage in any intentional slowdown, work stoppage, "blue flu" or strike;
 - d. To engage in any activity or business not departmental-related, either personally or as an agent of any other agency or organization, on department property or while on state time, absent prior authorization.
 - e. To remove or alter any posted information absent prior authorization; and
 - f. To distribute or disclose confidential, private or privileged information.
34. In general, I understand and will observe normal workplace procedures and will comply with state and department administrative policies, procedures and regulations.
35. I understand that I will be subject to disbarment, from any institutional property and/or legal liability if it is found that I have participated in an act, conspired to commit an act, served as an accessory or accomplice in the commission of any act, or failed to report any act, which violates these rules and regulations, other department policies and procedures or the laws of the State of Utah or of the United States.
36. I have read and understand the code of conduct and agree to comply by signing this agreement.

Signature

Date